



Village of Angel Fire, NM
Request for Proposal
General Engineering Services

Issue Date:	January 15, 2016
Proposal Question Deadline:	January 20, 2016
Publication Date for Written Questions:	January 20, 2016
Mandatory Oral Presentation:	January 27, 2016
Response Deadline:	January 25, 2016
Deliver to:	3388 Mountain View Blvd., Angel Fire, NM 87710
Purchasing Contact:	Chief Procurement Officer, Fabian Mascarenas

Introduction

The Village of Angel Fire is requesting competitive qualification based sealed proposals for the selection of a qualified General Engineering Services Firm to assist the Village in a variety of projects within the Village of Angel Fire.

Description: A copy of this solicitation can be obtained from the Village of Angel Fire website at www.villageofangelfirenm.gov until the expiration date of this solicitation. It is incumbent upon the Offeror to check the website for additional information and/or addenda. The solicitation can also be obtained from Fabian Mascarenas, Chief Procurement Officer, Village of Angel Fire Purchasing Division, 3388 Mountain View Blvd. Angel Fire, NM 87710. If you have any questions, please call (575) 377-3232 or email fmascarenas@angelfirenm.gov

Written questions regarding the substance of the solicitation or scope of services must be submitted via email to the purchasing contact listed above no later than the Proposal Question Deadline indicated above.

Sealed Responses are due prior to the Response Deadline indicated above and must be delivered to the Purchasing Division, located at Village of Angel fire Village Hall 3388 Mountain View Blvd. Angel Fire, NM 87710. Late responses will not be accepted.

TABLE OF CONTENTS

SECTION 1 - INSTRUCTIONS.....	page 3
SECTION 2 – SPECIFICATIONS AND SCOPE OF WORK.....	page 9
SECTION 3 – EVALUATION CRITERIA AND SUBMITTAL REQUIREMENTS.....	page 11
SECTION 4 – TERMS AND CONDITIONS OF CONTRACT.....	page 15
SECTION 5 – REQUIRED FORMS.....	page 22

SECTION 1 - INSTRUCTIONS

- 1) **COMMUNICATIONS:** In an effort to create a more competitive and unbiased procurement process, the Village of Angel Fire (Village) desires to establish a single point of contact throughout the procurement process. From the issue date of this solicitation, until a Successful Offeror(s) is selected, all requests for clarification or additional information regarding this solicitation or contracts with the Village personnel concerning this solicitation or the evaluation process must be solely to the contact person (or his designee) listed on the cover page of this solicitation.

A violation of this provision is cause for the Village to reject the Offeror's Response. If it is later discovered that a violation has occurred, the Village may reject any Response or terminate any contract awarded pursuant to this solicitation. No direct contact regarding this document with other Village employees, the Village' contractors' or other entities working with the Village are permitted.

- 2) **PRE-RESPONSE INFORMATION AND QUESTIONS:** Each response that is timely received will be evaluated on its merit and completeness of all requested information. In preparing response, Offerors are advised to rely only upon the contents of this solicitation, its accompanying documents and any written clarifications or addenda issued by the Village. If an Offeror finds a discrepancy, error, or omission in the solicitation package, or requires any written addendum thereto, the Offeror is requested to notify the Purchasing contact noted on the cover of this solicitation, so that written clarification may be sent to all prospective Offerors. **THE VILLAGE IS NOT RESPONSIBLE FOR ANY ORAL INSTRUCTIONS.** All questions must be submitted in writing to the Purchasing. No contact regarding this document with other Village employees is permitted. All answers will be issued in the form of a written addendum.
- 3) **SOLICITATION MODIFICATIONS:** Clarifications, modifications, of amendments may be made to the RFP at any time prior to the Response Deadline at the discretion of the Village, It is the Offeror's responsibility to periodically check the Village's website until the posted Response Deadline to obtain any issued addenda.
- 4) **PRE-RESPONSE MEETING:** The date, time and location of the meeting, if any, are indicated on the cover page of this solicitation. All Offerors are strongly encouraged to attend any scheduled meetings.
- 5) **RESPONSE SUBMISSION:** To be considered, the Response must be prepared in the manner and detail specified in this RFP.
 - a. Responses must be submitted to Fabian Mascarenas, Village Purchasing Division, 3388 Mountain View Blvd. Village of Angel Fire, NM 87710, before the date and time indicated as the deadline. It is each Offeror's responsibility to ensure that the Purchasing Division receives its Response prior to the deadline. This responsibility rests entirely with the Offeror, regardless of delays resulting from postal handling or for any other reasons. Responses will be accepted at any time during the normal course of business only, said hours being 8:00 a.m. to 5:00 p.m. local time, Monday through Friday, except for legal holidays.
 - b. Responses received after the above deadline will not be accepted and will be returned to the Offeror unopened. The Purchasing Division's timestamp shall be the official time.

- c. The opening of a Response does not constitute the Village's acceptance of the Offeror as a responsive and responsible Offeror.
 - d. Responses must be enclosed in a sealed envelope, box, or package, and clearly marked on the outside with the following: Project Name, Control Number, Deadline date and time, and Offeror's name, address, phone, fax, and contact name.
 - e. Submission of a Response establishes a conclusive presumption that the Offeror is thoroughly familiar with the solicitation and specifications and terms of the Form of Contract, and the Village's Procurement Policy and that the Offeror understands and agrees to abide by each and all of the stipulations and requirements contained therein.
 - f. All prices and notations if applicable must be typed or printed in ink. No erasures are permitted. Mistakes may be crossed out and the person(s) signing the Response must initial corrections in ink.
 - g. Responses sent by telegraph, facsimile, or other electronic means will not be considered.
 - h. All costs incurred in the preparation and presentations of the Response, as well as any resulting contract, are the Offeror's sole responsibility; no such costs will be reimbursed to any Offeror. All documentation submitted with the Response will become the property of the Village.
 - i. Responses are subject to public disclosure after the award in accordance with state law under the Freedom of Information Act (FOIA).
- 6) **RESPONSE SIGNATURES:** An authorized official must sign the Responses. Each signature represents binding commitment upon the Offeror to provide the goods and/or services offered to the Village if the Offeror is determined to be the most responsive and responsible Offeror.
- 7) **CONTRACT AWARD:** The Village reserves the right to withdraw the solicitation, to award to one Offeror, to any combination of Offerors, by item, group of items, or total solicitation. The Village may waive informalities if it is in the Village's interest. The award shall be made to the responsible offeror whose proposal is the most advantageous to the Village taking into consideration the evaluation factors set forth in the solicitation. Qualifications-based proposals are based on offerors' qualifications to perform the required scope of work and are not based solely on price. Responses will be evaluated and assigned scores. The Offeror(s) to whom the recommendation to award is made will be notified at the earliest possible date. The Village will then negotiate a contract with the top ranked Offeror for a firm fixed price agreeable to both parties. If, for any reason, a contract is not executed with the selected Offeror within 14 days, then the Village may recommend the next most responsive and responsible Offeror. Award of this solicitation is contingent upon the availability of funds for this project, within the sole discretion of the Village. Acceptance of the Offeror's solicitation does not constitute a binding contract. There is no contract until the Village's policies have been fulfilled. The Village is not liable for performance costs until the successful Offeror has been given a fully executed contract. Failure to accept the terms and conditions of the Village's Standard Contract may deem the Offeror non-responsive.

- 8) **RESPONSE MODIFICATIONS:** Clarifications, modifications, or amendments to any Response that has been submitted, but prior to the Response Deadline Date, may be made only within the discretion and written approval of the Procurement Officer.
- 9) **DUPLICATE RESPONSES:** No more than one (1) Response from any Offeror, including its subsidiaries, affiliated companies and franchisees will be considered by the Village. In the event multiple Responses are submitted in violation of this provision, the Village will have the right to determine which Response will be considered, or at its sole option, reject all such multiple Responses.
- 10) **WITHDRAWAL:** Responses may only be withdrawn by written notice prior to the Deadline date set for the opening of Response. No Response may be withdrawn after the deadline for submission.
- 11) **REJECTION:** The Village reserves the right to reject any or all Responses, or to accept or reject any Response in part, and to waive any minor informality or irregularity in Responses received, if it is determined by the Procurement Officer or designee that the best interest of the Village will be served by doing so. The Village may reject any Response from any person, firm or corporation in arrears or in default to the Village on any contract, debt, or other obligation, or if the Offeror is debarred by the Village from consideration for a contract award, or if Offeror has committed a violation of the ethics or anti-kickback provisions of the Village's Procurement Ordinance which resulted in a termination of a contract or other material sanction within the two (2) years immediately preceding the date of issuance of this document.
- 12) **PROCUREMENT POLICY:** Procurement for the Village will be handled in a manner providing fair opportunity to all businesses. This will be accomplished without abrogation or sacrifice of quality and as determined to be in the best interest of the Village. The Village Chief Executive Officer has the vested authority to execute all Village contracts, subject to Council approval where required.
- 13) **COMPLIANCE WITH LAWS:** The Offeror must comply with all federal, state, and local laws and policies. The laws of the State of New Mexico shall govern this procurement and any agreement with Offerors that may result. In submitting a proposal, the Offeror represents that the Offeror has familiarized himself with the nature and extent of the solicitation dealing with federal, state, and local requirements that are part of this solicitation. The successful Offeror(s) shall perform work under the resultant Contract in strict accordance with the latest version of all State and local codes, ordinances, and regulations governing the work involved. All materials and labor necessary to comply with the rules, regulations and ordinances shall be provided by the successful Offeror(s). In the event of a conflict between various codes and standards, the more stringent shall apply.
- 14) **NON-DISCRIMINATION:** The Village will not contract with any person or firm that discriminates against employees or applicants for employment because of any factor not related to job performance. The Offeror must comply with all federal, state and local laws and policies that prohibit discrimination in employment contracts. The Offeror must include in its subcontracts provisions that prohibit subcontractors from discriminating in their employment practices.
- 15) **NO RESPONSE:** Businesses who receive this solicitation but who do not submit a Response should return a notice stating the reason(s) for not responding.

- 16) **CONTRACT NEGOTIATION:** All Responses must be firm for at least 120 days from the due date of the Response. If, for any reason, a contract is not executed with the selected Offeror within 14 days after notice of recommended award, then the Village may recommend the next most responsive and responsible Offeror. There is no contract until the Village's policies have been fulfilled.
- 17) **DISQUALIFICATION OF OFFERORS:** Any one or more of the following causes may be considered sufficient for the disqualification of an Offeror and the rejection of the Response:
- a. Evidence of collusion among Offerors.
 - b. Lack of competency as revealed by either financial, experience, or equipment statements.
 - c. Lack of responsibility as shown by past work.
 - d. Uncompleted work under other contracts which, in the judgment of the Village, might hinder or prevent the prompt completion of additional work if awarded.
- 18) **DISCUSSIONS:** Discussions may be conducted with responsible Offerors, in order to clarify and assure full understanding of, and conformance to, the solicitation requirements. Discussions may be conducted with Offerors who submit Responses determined to be reasonably susceptible of being elected for award, but Responses may be accepted without such discussions. Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussions and revisions of responses. Such revisions may be permitted after submission and prior to award for the purpose of obtaining best and final offers. If during discussions there is a need for any substantial clarification of or change in the RFP, the RFP shall be amended to incorporate such clarification or change. The Offeror shall reduce any substantial oral clarification of a Response to writing.
- 19) **SUBCONTRACTORS:** In an effort to promote supplier diversity, the Village encourages Offerors to identify and include qualified disadvantaged businesses as subcontractors when proposing to provide products and services to the Village. The Contract will not be assignable to any other business entity without the Village's approval.
- 20) **OFFEROR RESPONSIBILITIES:** The Offeror must be capable, either as a firm or a team, of providing all services as described under SECTION 2 - SCOPE OF WORK and to maintain those capabilities until notification of the fact that their Response was unsuccessful. Exclusion of any service for this Response may serve as cause for rejection. The Successful Offeror must remain capable of providing all services as described under SECTION 2 - SCOPE OF WORK and must maintain those capabilities until the agreement is successfully finished. The successful Offeror will be responsible for all Services in this Response whether they are provided or performed by the Successful Offeror or Subcontractor(s). Further, the Village will consider the Successful Offeror to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the cost of any contract. The Successful Offeror must identify all Subcontractors and the Services they provide. The Successful Offeror is responsible for all payments and liabilities of all Subcontractors). It is strongly recommended that the Offeror visit the Village of Angel Fire and familiarize themselves with the site, including attendance at the Pre-Response Conference, if any. The Village reserves the

right to approve or reject, in writing, any proposed Subcontractor. If the Village rejects any proposed Subcontractor in writing, the Successful Offeror shall be responsible to assume the proposed Subcontractor's responsibilities. The Successful Offeror may propose another Subcontractor if it does not jeopardize the effectiveness or efficiency of the contract. Nothing contained in the Response or in the contract shall create or be construed as creating any contractual relationship between any Subcontractor and the Village.

- 21) **VILLAGE PARTICIPATION:** The Village will provide appropriate personnel support for implementation of these agreements. The Offeror's Response should identify Village FTEs required and tasks to be performed by Village personnel. For the purpose of contract administration, the Village will designate a person to serve as Village Contract Manager. The Village Contract Manager will serve as the primary liaison between the Village and the Successful Offeror and will coordinate overall management and administration of the contract for the Village.
- 22) **DISCLOSURE OF CONTENTS:** All information provided in the Response shall be held in confidence and shall not be revealed or discussed with competitors, until after award of the contract except as provided by law or court decision. All material submitted with the Response becomes the property of the Village and may be returned only at the Village's option. Offerors must make no other distribution of their Responses other than authorized by this solicitation. An Offeror who shares cost information contained in its Response with other Village personnel or competing Offeror personnel shall be subject to disqualification. Offerors shall not be provided any information about other Responses or prices or where the Offeror stands in relation to others at any time during the evaluation process. Any request for such information by a Offeror, its subcontractor or an affiliated party may be viewed as a compromise to the evaluation process and the requesting Offeror may be eliminated from further consideration.
- 23) **PROPOSAL EVALUATION:** An evaluation committee will perform the evaluation of proposals. Points will be allocated by each member. Each member's point totals will be translated into a numeric ranking of all proposals. The individual member rankings will be totaled together to determine the overall ranking of proposals. It is at the discretion of the Evaluation Committee to hold interviews with the three highest-ranked proposals. The Evaluation Committee may award the selection based on the results of the ranking without interviews. If interviews are held, rankings from the initial evaluation are weighted 40% and the interview rankings are weighted 60% to determine final award. If fewer than three proposals are received the Evaluation Committee may recommend an award to the Governing Body for approval or direct that the solicitation be reissued. During this time, the Village of Angel Fire may initiate discussions with Offerors who submit responsive or potentially responsive proposals for the purpose of clarifying aspects of the proposals, but proposals may be accepted and evaluated without such discussion. Discussions SHALL NOT be initiated by the Offerors.
- 24) **PROTESTS:** Any protest by an Offeror must be timely and in conformance with Section 13-1-172 NMSA 1978 and applicable procurement regulations. Protests must be written and must include the name and address of the protestor and the request for proposals number. It must also contain a statement of grounds for protest including appropriate supporting exhibits, and it must specify the ruling requested from the Village of Angel Fire. The protest must be delivered to the Village of Angel Fire's, Procurement Officer 3388 Mountain View Blvd. Angel Fire, NM 87710 within 24 hours after

the facts or occurrences giving rise thereto, but in no case later than 15 calendar days after the facts or occurrences giving rise thereto. Protests received after the 15-day period deadline will not be accepted. In the event of a timely protest under this section, the Village of Angel Fire shall not proceed further with procurement unless the Procurement Officer makes a determination that the award of Agreement is necessary to protect substantial interests of the Contracting Agency (13-1-173 NMSA 1978). The Procurement Officer or designee shall have the authority to take any action reasonably necessary to resolve a protest of an aggrieved Offeror concerning procurement. The Procurement Officer or designee shall promptly issue a determination relating to the protest. The aggrieved Offeror has the right to judicial review of the determination pursuant to 13-1-183 NMSA 1978.

- 25) **OFFEROR QUALIFICATIONS:** The Evaluation Committee may make such investigations as necessary to determine the ability of the Offeror to adhere to the requirements specified within this solicitation. The Evaluation Committee will reject the proposal of any Offeror who is not a responsible Offeror or fails to submit a responsive offer as defined in Sections 13-1-83 and 13-1-85 NMSA 1978.
- 26) **RIGHT TO WAIVE MINOR IRREGULARITIES:** The Evaluation Committee reserves the right to waive minor irregularities. The Evaluation Committee also reserves the right to waive mandatory requirements provided that all of the otherwise responsive proposals failed to meet the mandatory requirements and/or doing so does not otherwise materially affect the procurement. This right is at the sole discretion of the Evaluation Committee.
- 27) **CHANGE IN CONTRACTOR REPRESENTATIVES:** Village of Angel Fire reserves the rights to require a change in contractor representatives if the assigned representatives are not, in the opinion of the Village of Taos, meeting its needs adequately. If the contractor wishes to change its designated representative, that change must be approved by the Village of Angel Fire.
- 28) **NOTICE:** The Procurement Code, Sections 13-1-28 through 13-1-199 NMSA 1978, imposes civil and misdemeanor criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for bribes, gratuities and kick-backs.
- 29) **VILLAGE OF ANGEL FIRE RIGHTS:** The Village of Angel Fire reserves the right to accept all or a portion of an Offeror's proposal.
- 30) **MULTIPLE AWARDS:** The Village reserves the right to make multiple awards of the items, projects and/or sections of this solicitation.
- 31) **RIGHT TO PUBLISH:** Throughout the duration of this procurement process and contract term, potential Offeror, Offerors and contractors must secure from the Village of Angel Fire written approval prior to the release of any information that pertains to the potential work or activities covered by this procurement or the subsequent contract. Failure to adhere to this requirement may result in disqualification of the Offeror's proposal or termination of the contract.
- 32) **OWNERSHIP OF PROPOSALS:** All documents submitted in response to this Request for Proposals shall become the property of the Village of Angel Fire. However, any technical or user documentation submitted with the proposals of non-selected Offerors shall be returned after the expiration of the

protest period. Unsuccessful Offerors may retrieve all but one copy of their proposal as soon as award is made. Any unsuccessful Offeror wishing to retrieve copies of their proposal must do so within two weeks after the award.

- 33) **ELECTRONIC MAIL ADDRESS REQUIRED:** A large part of the communication regarding this procurement will be conducted by electronic mail (e-mail). Offeror must have a valid e-mail address to receive this correspondence.
- 34) **STATUS OF SUCCESSFUL OFFERORS:** The successful Offeror(s) is an independent contractor performing services for the Village and neither he/she nor his/her agents or employees shall, as a result of the resultant Contract, accrue leave, retirement, insurance, bonding authority, use of Village vehicles, or any other benefits, prerequisites or allowances normally afforded only to employees of the Village. The successful Offeror(s) acknowledges that all sums received under the resultant Contract are personally reportable by him/her for income, self-employment and other applicable taxes.
- 35) **ASSIGNMENT/TRANSFER:** Assignment or transfer of this contract without written consent of Village may be construed by the Village as a breach of contract sufficient to cancel this agreement at the discretion of the Village.
- 36) **EXCISE AND SALES TAX:** The prices herein must not include any Federal excise taxes or sales taxes imposed by any State or Municipal Government. Such taxes, if applicable, must be included by the Seller when submitting invoice for payment. **EQUAL EMPLOYMENT OPPORTUNITIES:** The Contractor and his Subcontractors shall not discriminate against any employee or applicant for employment, to be employed in the performance of this contract, with respect to his hire, tenure, terms, conditions, or privileges of employment, because of race, color, religion, national origin or ancestry. Breach of this covenant may be regarded as a material breach of contract. (Laws 1949, Ch. 161, S.5) (New Mexico Statutes relating to Equal Employment Opportunities on Government Contracts). The Contractor and his Subcontractors shall comply with the Federal Civil Rights Act of 1964 and Title 7 of that Act revised in 1979.

SECTION 2 - SCOPE OF WORK

The Offeror shall perform the following professional services:

Consulting Services Shall Include but not be Limited to the Following:

- 1) Identification of a project manager, who will serve as a contact person to the Village of Angel Fire, New Mexico.
- 2) Provide day-to-day consultation as requested by the Public Works Director, Village Administrator and other staff, as requested. Attend necessary staff and/or Council meetings.
- 3) Assist in reviewing design standards for municipal utilities, public works improvements, and subdivisions and commercial developments.
- 4) Provide engineering assistance on various Village projects being performed in-house.
- 5) Prepare reports on community development planning, facilities planning, environmental and subdivision drainage reviews and analysis to include soils and traffic, for public works improvements and utility systems expansion and improvements to include: water, wastewater, and other municipal projects, as needed.
- 6) Provide customary civil and engineering design services on a work order basis.
- 7) Provide specialty construction engineering observations as requested by the Public Works Director or other staff.
- 8) Assist and advise the Village of Angel Fire in locating grant sources, and assist with the supporting documents for government grants, loans, or advances, as requested by the Village of Angel Fire.
- 9) Provide technical information concerning specific projects to other professionals upon request by the Village of Angel Fire, and request technical information from other professionals when authorized to do so by the Village of Angel Fire.
- 10) Additional services as may be specified by the Village.

Planning and Design Consulting Services Shall Include but not be Limited to the Following:

- 1) The Offeror will be required, at the request of the Village, to formulate and/or update a comprehensive plan (with 5 to 20 year projections) on land use, utilities, recreation, traffic analysis, facilities planning, and additional long range planning services, as dictated by the Village.
- 2) The Offeror will be required to prepare reports and studies, in the area of public works improvements to include drainage, roadways, traffic, water, wastewater, park systems, and landscaping.
- 3) Prepare documentation for public works improvements for submittal to State and Federal agencies.

Grants Consulting Services Shall Include but not be Limited to the Following:

- 1) Search and identify sources for governmental grants that will assist the Village in meeting its needs.
- 2) Preparation of Grant Application/ Proposal for all departments within the Village of Angel Fire on an as needed basis.
- 3) Assist in the administration and financial management of grants received and utilized in accomplishing projects.
- 4) Coordination of projects utilizing grants funding.
- 5) Serving as expert witness.
- 6) Presentations to and attendance at necessary staff and/ or Village Council meetings.

SECTION 3 - EVALUATION CRITERIA AND SUBMITTAL REQUIREMENTS

EVALUATION: All Responses received will be evaluated by an Evaluation Committee. The following factors will be considered in making the selection of the qualified Offerors with maximum possible points:

- a) Overall approach and understanding the Village's needs. (35 points) 1. A statement of your overall approach, understanding of the Village's needs, and ability to meet/exceed the scope.
- b) Experience and Qualifications. (30 points) Please provide experience and work history.

RESIDENT BUSINESS PREFERENCE OR RESIDENT VETERAN BUSINESS PREFERENCE

Points will be awarded based on Offerors ability to provide a copy of a current Resident Business Certificate or Resident Veterans Certificate. Neither the Resident Business Preference nor the Resident Veteran Business Preference can be awarded for any project/contract if it includes federal funds.

Resident Business Preference

New Mexico companies or contractors who wish to obtain a five percent bidding advantage on all contracts are required to obtain a valid resident business certificate or resident contractor certificate issued by the State Taxation and Revenue Department. The application for preference may be downloaded at the following website:

<http://www.tax.newmexcio.gov/forms-and-Publications/pages/recently-updated.aspx>.

Five (5) percent (%) of the total possible points may be awarded to an Offeror who qualifies as a Resident business. These points are added to the total points received for the Evaluation Criteria. Offeror must attach a COPY of preference certificate if applicable.

Veterans' Preference Certification

For the Offeror to receive a Resident Veteran Business Preference, the business shall complete, sign, and include with the proposal the attached certification form, along with a copy of a valid Resident Veteran Business Preference certificate issued by the New Mexico Taxation & Revenue Department. The application for preference may be downloaded at the following website:

<http://www.tax.newmexcio.gov/forms-and-publications/pages/recentlv-updated.aspx>

Offerors seeking a Resident Veteran Business Preference will be evaluated as follows:

Resident Veteran Businesses with annual revenues of \$1M or less are to receive a 10% preference on their proposals. Resident Veteran Businesses with annual revenues of more than \$1M but less than \$5M are to receive an 8% preference on their proposals.

Resident Veteran Businesses with annual revenues of more than \$5M are to receive 7% preference on their proposals. The 7%, 8% or 10% as indicated above will be added to the total points received for the Evaluation Criteria.

The Resident Veteran Business Preference is separate from the Resident Business Preference and is not cumulative with that preference. However, Resident Veteran Businesses can still receive the resident business Preference once the Resident Veteran Business Preference cap is exceeded.

Offeror must attach a copy of your Veterans' Preference Certificate and Certification, if applicable.

It shall be the sole responsibility of the bidders requesting consideration for Resident Bidders Preference or Veterans' Preference to apply for Certification; and to receive approval and a certification number, which must be included in the Proposal prior to bid opening deadline date and time.

2) GENERAL SUBMITTAL REQUIREMENTS:

- a) **NUMBER OF COPIES:** One original, plus four copies (five total) of the entire Response must be submitted. The original must be marked "ORIGINAL". Each copy must be identical to the original.
- b) **RESPONSE FORMAT:** Each Response should be prepared simply and economically. Responses shall be in the same order as the requirements listed below and in the following section.
- c) **RESPONSE CONTENT:** The Offeror must include the following items, or the Response may be deemed non-responsive and rejected without any further evaluation.
 - i) All forms contained or listed in Section 5 in this solicitation, fully completed:
 - ii) Evidence showing that the Offeror meets each of the Minimum Qualifications listed in the Scope of Work of this solicitation.
 - iii) A complete response to each of the items in the next section, which are specific to the evaluation criteria.

Proposal Organization: The proposal must be organized and indexed in the following format and must contain, as a minimum, all listed items in the sequence indicated.

- Table of Contents
- Transmittal Letter
- Response to Evaluation Criteria a) through g.
- References (minimum of 3)
- Required Forms
- Other Supporting Material, if applicable

Within each section of their proposal, Offerors should address the items in the order in which they appear in this solicitation. All forms provided in the solicitation must be thoroughly completed and included in the appropriate section of the proposal. Any proposal that does not adhere to these requirements may be deemed non-responsive and rejected on that basis. Offerors may attach other materials that they feel may improve the quality of their responses. However, these materials should be included as items in Other Supporting Material.

Transmittal Letter: The Offeror shall submit a formal transmittal letter on official company letterhead that contains the following:

Statement of Interest - This statement shall indicate your firm's general interest and capability to perform the project. It shall also include a brief summary of any information that you feel might be especially important to the Village.

Statement of Response Life - The proposal must have a response life of at least one hundred twenty (120) calendar days from the solicitation due date. This shall represent the minimum time during which the response is a firm offer and a contract may be entered into based upon it.

Statement of Acceptance - This statement shall state acceptance of all terms and conditions of the Village of Angel Fire solicitation and the Village of Angel Fire terms or conditions not accepted and the reasons for non-acceptance and/or proposed changes or additional Terms and Conditions. Responses taking exception to any language in the Form of Contract may be rejected as non responsive,

Contact Person - Please include the name, title, address, telephone number, fax number and e-mail of the key contact person for any questions regarding your proposal. Include also the location of the office from which service will be provided, with the hours of operation at that location.

Signature of Authorized Representative - An authorized representative of the firm must sign the transmittal letter.

References: Please provide a detailed list of references that can provide information concerning your expertise and experience in providing the types of services requested. This should include project description, contact names, addresses, phone and e-mail.

Fee/Cost: The Offeror must include a detailed breakdown of costs with its proposal. See page 25 Cost Proposal.

Shortlisting: The Village may shortlist the Offerors based upon responses to the above items. If necessary, the Village will conduct interview/demonstrations. The Village will notify each Offeror on the shortlist, if such presentation is required. These presentations will provide an opportunity for the Offerors to respond to questions posed by the evaluation committee and to clarify their Responses through exhibition and discussion. The Village will not reimburse presentation costs of any Offeror.

SECTION 4 - TERMS AND CONDITIONS OF CONTRACT

CONTRACT TERMS: The contract is for a term of one (1) year, with a one-year renewal option at the sole discretion of the Village. It is anticipated that this contract will commence on January 25th 2016 or shortly thereafter.

This contract is hereby made and entered into by and between the Village of Angel Fire, a New Mexico Municipality (hereinafter "VILLAGE") and (hereinafter "CONTRACTOR") effective on this ## day of Month 2016. WHEREAS, the VILLAGE has found it necessary and desirable to retain the services of CONTRACTOR to provide the services as identified herein; and WHEREAS, CONTRACTOR desires to provide such service(s) under the terms and conditions of this contract; THEREFORE, IT IS HEREBY MUTUALLY AGREED by and between the parties that:

1. Scope of Work

A. Contractor shall provide the following services: [Insert brief description of services.]
Scope of work is more particularly described by Attachment A hereto, incorporated by reference.
Said services shall be in accord with, and meet professional standards.

B. Services will be performed within the Village limits

C. Performance Measures/Deliverables. CONTRACTOR will provide the Village with the following specific deliverables and/or shall perform in accordance with the following specific performance measures:

[Alternatively, performance measures and/or deliverables may be placed in Attachment A, with the detailed scope of work.]

2. Contact Person. Address & Phone.

A. CONTRACTOR'S contact person for this contract is:
B. The address and phone number is:

3. Term.

This contract shall terminate unless sooner terminated pursuant to the termination provision below; by completion of said services; or by mutual agreement of the parties. Contractor should not begin work under this Contract before this Contract is signed by both parties and should not continue work after the Contract terminates unless the Contract has been amended in writing to extend the term. The VILLAGE is not required to pay CONTRACTOR under this Contract for any work performed before the Contract is entered into or after it has terminated.

4. Renewal.

VILLAGE shall have the right, but is not obligated, to renew this contract subject to terms agreeable to both the VILLAGE and CONTRACTOR. Pursuant to the New Mexico Procurement Code,

NMSA 1978, Section 13-1-150, no professional services contract, including any renewals or extensions,
may exceed a total period of four years (subject to exceptions stated in the statute).

5. Compensation.

A. The total amount payable to the CONTRACTOR under this Contract, including gross receipts tax and any expenses agreed to, as shown below, shall not exceed \$ [insert amount]. This amount is a maximum and is not a promise that the VILLAGE will assign work valued at that amount to CONTRACTOR under this Contract. CONTRACTOR shall be paid only for work assigned by the VILLAGE and satisfactorily completed by the CONTRACTOR.

B. The VILLAGE shall pay CONTRACTOR at the following hourly rate or rates for work performed under this Contract:

- i. \$ per hour for services of [personnel described by name or position, or all services]
- ii. \$ per hour for services of [personnel at a different level, if applicable]

(Alternatively, insert specific payment measure other than hourly rate, for example, \$x for satisfactory completion of Deliverable A and \$y for satisfactory completion of Deliverable B (tracking deliverables shown in Paragraph 1C or in Attachment A.))

The total amount for such services under this Contract, excluding gross receipts tax and any allowed expenses, shall not exceed \$. [This figure should be the amount shown in Paragraph 5B minus GRT and minus any allowed expenses.]

C. The following expenses, at a maximum total amount of \$[insert amount] will be allowed under this contract: [insert types of expenses to be reimbursed]:
[If per diem and mileage are allowed, insert: Per Diem and Mileage for (briefly describe travel and number of trips) will be paid at the rates authorized by the New Mexico Per Diem and Mileage Act and regulations issued under that statute and shall not exceed \$

D. Maximum Contract amount excluding GRT: \$.

Gross Receipts tax rate: %,

Total maximum payable gross receipts tax amount: \$.

The total maximum contract amount including taxes at the above rate and any expenses:

\$. If GRT rate should increase during the term of this contract the total contract amount shall automatically increase to reflect the percentage of increase.

The total maximum contract amount including taxes and any expenses: [Enter same amount as in Paragraph 5. A.]

[IF THIS IS A MULTI-YEAR CONTRACT, THE FOREGOING INFORMATION SHOULD BE STATED FOR EACH FISCAL YEAR INVOLVED, AND THE TOTAL MAXIMUM CONTRACT AMOUNT OVER THE FULL TERM OF THE CONTRACT SHOULD ALSO BE STATED.]

E. Payment is subject to availability of funds pursuant to the Appropriations Paragraph below.

F. CONTRACTOR must submit a detailed [monthly or other interval] statement accounting for all services performed and expenses incurred. If the VILLAGE finds that the services or expenses are not acceptable, within thirty days after the date of receipt of the written statement from the Contractor requesting payment, it shall provide the CONTRACTOR a letter of exception explaining the defect or objection and outlining steps the CONTRACTOR may take to provide remedial action. Upon certification by the VILLAGE that the services have been received and accepted, payment shall be tendered to the CONTRACTOR within thirty days after the VILLAGE'S acceptance. If payment is made by mail, the payment shall be deemed tendered on the date it is postmarked. The VILLAGE shall not incur late charges, interest, or penalties for failure to make payment within the time specified herein.

G. No further amount(s) beyond those set forth above shall be available under this contract unless authorized by law, ordinance, regulation or resolution and embodied in a written amendment to this contract executed prior to the additional work being performed.

6. Release.

CONTRACTOR agrees that, upon final payment of the amount due under this contract, CONTRACTOR releases the VILLAGE and its officials, employees and agents from all liabilities, claims and/or obligations whatsoever arising from, or under, this contract.

7. Deliverables.

CONTRACTOR shall deliver, to the VILLAGE, any "deliverables" included within Paragraph I. of this contract (or Attachment A) no later than the earlier of the submission of CONTRACTOR'S final bill or the termination of this Contract, except that if an earlier time is stated in Paragraph 1 .C or Attachment A, then the deliverables will be submitted by that time.

8. Appropriations and authorization.

This contract is contingent upon there being sufficient appropriations available for payment and sufficient legal authorization for its performance. The Village shall be the sole and final determiner of whether sufficient appropriations and authorization exist. If this contract encompasses more than one fiscal year, this contract is contingent upon continuing appropriations being available.

9. Annual Review.

If this contract encompasses more than one fiscal year, this contract is subject to an annual review by the Village . If any deficiencies are noted during the review process, the CONTRACTOR shall be given a specified time, as per the Notice to Cure provision below, in which to cure said deficiency(ies).

10. Termination.

A. This contract may be terminated at will, by either party, with or without cause upon 30 days written notice to the other party. Such written notice shall be delivered or mailed (certified mail, return receipt) to the other party. The Village's sole liability upon such termination shall be to pay for acceptable work performed prior to the CONTRACTOR'S receipt of the notice of termination or the CONTRACTOR'S sending a notice of termination to the VILLAGE. If notified of termination, CONTRACTOR shall immediately cease performing services and deliver, to VILLAGE, any work completed or in progress. If CONTRACTOR terminates this contract, notice of termination shall include CONTRACTOR'S final billing statement. In no event shall termination nullify obligations of either party prior to the effective date of termination. Notwithstanding the foregoing, the VILLAGE may terminate this Contract immediately at any time it concludes that CONTRACTOR is unable to perform under this Contract. This Paragraph is not exclusive and does not waive the VILLAGE'S other rights and remedies in the event that CONTRACTOR defaults or breaches this Contract.

B. Termination Management. Immediately upon receipt by either the Village or the CONTRACTOR of notice of termination of this Contract, the CONTRACTOR shall: 1) not incur any further obligations for salaries, services or any other expenditure of funds under this Contract without written approval of the VILLAGE; 2) comply with all directives issued by the VILLAGE in the notice of termination as to the performance of work under this Contract; and 3) take such action as the VILLAGE shall direct for the protection, preservation, retention or transfer of all property titled to the VILLAGE and records generated under this Contract.

C. The VILLAGE may suspend work under this Contract for any reason the VILLAGE in its sole discretion deems sufficient, including but not limited to budgetary reasons or a need for further studies, investigation or analysis before work continues. Notice of Suspension shall be made or confirmed in writing, which shall be hand-delivered or mailed certified mail, return receipt requested, to CONTRACTOR. Immediately upon receipt of notice of contract suspension, CONTRACTOR shall cease work pursuant to the Contract and await further instructions from the VILLAGE except that, with the VILLAGE'S permission which shall not be unreasonably denied, the CONTRACTOR may proceed with any work in progress that must be continued or completed in order to avoid damage, harm or risk to the VILLAGE'S, the CONTRACTOR'S, any subcontractor's, or the public's personnel or property. In the event that the CONTRACTOR, upon receiving a suspension of work notice, believes there is such reason for continuing work, it shall immediately so inform the VILLAGE and the parties shall in good faith attempt to agree on what additional work is reasonably required under the circumstances. Suspension of work shall not affect either party's obligations with respect to work done or obligations incurred before notice of contract suspension.

11. Conflict of Interest.

CONTRACTOR warrants that it presently has no interest or conflict of interest and shall not acquire any interest or conflict of interest which would conflict with the performance of services under this Contract. This warranty includes Contractor's representation that it has no conflict of

interest and will not acquire any conflict of interest as set forth in the Procurement Code, other laws of the State of New Mexico, and the VILLAGE of Angel Fire Purchasing Policy or any replacement provisions.

12. Work Product.

All work and work product produced under this contract shall be and remain the exclusive property of the VILLAGE , unless otherwise agreed by the parties, and CONTRACTOR shall not use, sell, disclose or otherwise make available to anyone (individual, corporation or organization), other than the VILLAGE, any such work or work product or copies thereof. If applicable, the provision of Sec. 13-1-123(B), N.M.S.A. (1978 as amended) modify this provision with respect to certain documents produced by architects, engineers, landscape architects and surveyors. Further, CONTRACTOR shall not apply for, in its name or otherwise, for any copyright, patent or other intellectual property right for work produced under this Contract and acknowledges that any such property right created or developed remains the exclusive right of the VILLAGE.

13. Status of Contractor.

CONTRACTOR acknowledges that it is an independent contractor and as such neither it, its employees, agents or representatives shall be considered employees or agents of the VILLAGE, nor shall they be eligible to accrue leave, retirement benefits, insurance benefits, use of Village vehicles, or any other benefits provided to VILLAGE employees.

14. Non-Agency.

CONTRACTOR agrees not to purport to bind the VILLAGE to any obligation not assumed herein by the VILLAGE, unless the CONTRACTOR has express written approval and then only within the limits of that express authority.

15. Confidentiality.

Any information learned, given to, or developed by CONTRACTOR in the performance of this contract that is of a confidential nature shall be kept confidential and shall not be made available or otherwise released to any individual or organization without the prior written approval of the VILLAGE.

16. Workers Compensation.

CONTRACTOR acknowledges that neither it, its employees, agents or representatives shall have any claim whatsoever to worker's compensation coverage under the VILLAGE'S policy. The CONTRACTOR agrees to comply with state laws and rules applicable to workers' compensation benefits for its employees. If the CONTRACTOR fails to comply with the Workers' ompensations Act and applicable rules when required to do so, this agreement may be terminated by The VILLAGE.

17. Taxes.

CONTRACTOR acknowledges that it, and it alone, shall be liable for and shall pay to the State

Department of Taxation and Revenue the applicable gross receipts taxes on all monies paid to it under this contract and that the VILLAGE shall have no liability for payment of such tax to the State. CONTRACTOR also acknowledges that it, and it alone, shall be liable to the State and Federal government(s) and/or their agencies for income; self-employment taxes and other taxes required by law and that the VILLAGE shall have no liability for payment of such taxes or amounts.

18. Records-Audit.

CONTRACTOR shall keep, maintain, and make available to the VILLAGE all records, invoices, bills, etc. related to performance of this contract for a period of three (3) years after the date of final payment. If federal grant funds are used to pay under this contract, CONTRACTOR shall retain all records for the period of time under which OMB Circular 102-A shall apply. Said records shall be available for inspection, audit and/or copying by the VILLAGE or its authorized representative or agent, including federal and/or state auditors.

19. Indemnification.

The Contractor shall defend, indemnify and hold harmless the VILLAGE from all actions, proceeding, claims, demands, costs, damages, attorneys' fees and all other liabilities and expenses of any kind from any source which may arise out of the performance of this Agreement, caused by the negligent act or failure to act of the Contractor, its officers, employees, servants, subcontractors or agents, or if caused by the actions of any client of the Contractor resulting in injury or damage to persons or property during the time when the Contractor or any officer, agent, employee, servant or subcontractor thereof has or is performing services pursuant to this Agreement. In the event that any action, suit or proceeding related to the services performed by the Contractor or any officer, agent, employee, servant or subcontractor under this Agreement is brought against the Contractor, the Contractor shall, as soon as practicable but no later than two (2) business days after it receives notice thereof, notify in writing the legal counsel of the VILLAGE and the Self Insurers Fund of the New Mexico Municipal League.

20. Assignment & Subcontracting.

CONTRACTOR shall not assign, transfer or subcontract any interest in this contract or attempt to assign, transfer or subcontract any claims for money due under this contract without the prior written approval of the VILLAGE.

21. Non-Discrimination.

CONTRACTOR agrees that it, its employee(s) and/or agent(s) shall comply with all federal, state and local laws regarding equal employment opportunities, fair labor standards, and other non-discrimination and equal opportunity compliance laws, regulations and practices. Ethical Considerations. CONTRACTOR shall abide by Contractor's Code of Professional Responsibilities and/or applicable Canons of Ethics as prescribed by its profession. Failure of any owner, partner, or major employee employed by CONTRACTOR to remain in good standing shall immediately render this contract voidable at the sole discretion of the VILLAGE, and, if declared voidable, all obligations of the VILLAGE to perform hereunder shall be nullified.

23. Required Liability Insurance.

CONTRACTOR shall maintain liability insurance in an amount at least equal to the requirements set forth by the New Mexico Tort Claims Act, Sec. 41-4-19, N.M.S.A. 1978 (as amended) naming VILLAGE as an additional insured.

24. Default by Contractor.

In the event that CONTRACTOR defaults on any term or provision of this contract, the VILLAGE retains the sole right to determine whether to terminate the contract or issued to CONTRACTOR a notice to cure as set forth in the following paragraph.

25. Efforts to Cure.

If the VILLAGE elects to provide the CONTRACTOR with notice to cure any deficiency or defect, the CONTRACTOR may have the time specified in the written "Notice to Cure." Failure by the CONTRACTOR to cure said deficiency or defect, within the authorized time, shall result in an immediate termination of this contract.

26. Severability.

In the event that a court of competent jurisdiction finds that any term or provision of this contract is unlawful or unenforceable, all other terms and provisions shall remain intact and enforceable where not otherwise inconsistent with the Court's findings.

27. Entire Agreement.

This contract incorporates all of the agreements and understandings between the parties. No prior agreement(s) or understanding(s), verbal or otherwise, shall be valid or enforceable unless embodied in this contract.

28. Applicable Law.

This contract shall be governed by the Laws of the State of New Mexico and the Ordinances, resolutions, rules and regulations of the VILLAGE. Any legal proceeding brought against the VILLAGE, arising out of this contract, shall be brought before the Eighth Judicial District Court, Colfax County, State of New Mexico.

29. Illegal Acts.

Pursuant to Sec. 13-1-191, N.M.S.A. 1978 (as amended), it shall be unlawful for any CONTRACTOR to engage in bribery, offer gratuities with the intent to solicit business, or offer or accept kickbacks of any kind. All other similar act(s) of bribes, gratuities and/or kickbacks are likewise hereby prohibited and violate criminal laws of New Mexico.

30. Authority to Sign.

If Contractor is other than a natural person, the individual(s) signing this Agreement on behalf of Contractor represents and warrants that he or she has the power and authority to bind Contractor, and that no further action, resolution, or approval from Contractor is necessary to enter into a binding contract.

IN WITNESS HEREOF, the parties have executed this Agreement as of the date last written below.

CONTRACTOR:

Contractor

Printed Name:_____

Title or Position:_____

Contractor's GRT/CRS Number OR

Contractor's Fed. Tax ID No. or SSN

VILLAGE APPROVAL:

Mayor, Barbara Cottam

ATTESTED TO BY:

Village Clerk, Terry Cordova

SECTION 5 – REQUIRED FORMS

FORMS INCLUDED IN THIS SOLICITATION DOCUMENT:

- (1) Response Form (blank form attached to this Request for Proposals)
- (2) Cost Proposal Form (blank form attached to this Request for Proposals)
- (3) Campaign Disclosure (blank form attached to this Request for Proposals)
- (4) Resident Business Preference Form, if applicable
- (5) Resident Veteran Business Preference Form, if applicable

Failure to complete and submit these forms with your Response may result in it being deemed non-responsive and rejected without further evaluation

Download solicitations, addenda and forms at <http://www.angelfirenm.gov>

RESPONSE FORM

Failure to complete this form shall result in your Response being deemed non-responsive and rejected without further evaluation.

TO: VILLAGE of ANGEL FIRE:

The Undersigned hereby offers and agrees to furnish the goods and/or services in compliance with all terms, scope of work, conditions, specifications, and addenda in the Request for Proposals.

ADDENDA:

The undersigned has read, understands and is fully cognizant of the Information to Offerors, Offer and Form of Contract, all Exhibits thereto, together with any written addendum issued in connection with any of the above.

The undersigned hereby acknowledges receipt of the following addendum(s):

1

(write "none" if none). In addition, the undersigned has completely and appropriately filled out all required forms.

OBLIGATION:

The undersigned, by submission of this Offer, hereby agrees to be obligated, if selected as the Contractor, to provide the stated goods and/or services to the VILLAGE, for the term as stated herein, and to enter into a Contract with the VILLAGE, in accordance with the Conditions, Scope and Terms, as well as the Form of Contract, together with any written addendum as specified above.

COMPLIANCE:

The undersigned hereby accepts all administrative requirements of the RFP and will be in compliance with such requirements. By submitting this Response Form, the Offeror represents that: 1) the Offeror is in compliance with any applicable ethics or anti-kickback provisions of the Village's Procurement

Ordinance, and 2) if awarded a contract to operate the Concession or provide the Services required in the RFP, the Offeror will comply with the ethics and anti-kickback provisions of the Procurement Ordinance.

NONCOLLUSION:

The undersigned, by submission of this Response Form, hereby declares that this Response is made without collusion with any other business making any other Response, or which otherwise would make a Response.

PERFORMANCE GUARANTEE:

The undersigned further agrees that if awarded the Agreement, it will submit to the VILLAGE any required performance guarantee (i.e. performance and payment bond).

SUBMITTAL REQUIREMENTS:

The undersigned certifies it has attached a complete response to each of the submittal requirements listed in the Evaluation Criteria and Submittal Requirements section of this RFP.

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to Chapter 81, Laws of 2006, any prospective contractor seeking to enter into a contract with any state agency or local public body must file this form with that state agency or local public body. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

THIS FORM MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

“Applicable public official” means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

“Campaign Contribution” means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official’s behalf for the purpose of electing the official to either statewide or local office. “Campaign Contribution” includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

“Contract” means any agreement for the procurement of items of tangible personal property, services, professional services, or construction.

“Family member” means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law.

“Pendency of the procurement process” means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

“Person” means any corporation, partnership, individual, joint venture, association or any other private legal entity.

“Prospective contractor” means a person who is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person qualifies for a sole source or a small purchase contract.

“Representative of a prospective contractor” means an officer or director of a

corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

DISCLOSURE OF CONTRIBUTIONS:

Contribution Made By: _____

Relation to Prospective Contractor: _____

Name of Applicable Public Official: _____

Date Contribution(s) Made: _____

Amount(s) of Contribution(s) _____

Nature of Contribution(s) _____

Purpose of Contribution(s) _____

(The above fields are unlimited in size)

Signature

Date

Title (position)

--OR--

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.

Signature

Date

Title (Position)